



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assembly Rules Committee, Reprographics

**Classification:** Printing Trade Specialist I

**Posted:** June 8, 2022

**Final Filing:** Open until filled

**Hours:** Full-time (35 hours/week)

**Salary:** \$3,450 per month

**Position Location:** State Capitol, Legislative Office Building

**Duties and Responsibilities:** Under the direction of the Reprographics Manager, the Printing Trades Specialist I will perform basic tasks of the department while learning a variety of tasks and machinery including but not limited to:

- Matte, frame, and ship resolutions as well as keep related records;
- Fill certificate orders and keep related records;
- Tracking system/database entry and associated clerical duties;
- Knowledge of Microsoft Office Tools (i.e. Word, Excel, and Outlook)
- Manage inventory of Resolution supplies;
- Typeset, proofread, and print Assembly Resolutions as needed;
- Assist in Bindery and other Reprographics departments as needed;
- Learn to operate copiers, power drills, stapling, punching, collating, and binding equipment;
- Complies with Assembly policies and rules as outlined in the Personnel Policy Manual; and
- Does other related work as assigned.

**Knowledge of /Ability to:**

- Strong attention to detail and demonstrated ability to review, proofread and edit written and digital content.
- Communicates clearly and concisely.

- Establish and maintain cooperative relationships with those contacted in the course of work.
- Work efficiently and effectively under tight deadlines.
- Follow oral and written directions
- Work independently and as part of a team
- Bend, twist and reach to complete task.
- Must be able to lift, push, pull, carry and move a variety of packages weighing up to 50lbs.
- Stand, up to 90% of time, at workstation to complete tasks.
- Work extended hours as necessary when legislative functions dictate.

**Contact:** Submit cover letter and resume to:  
[Human.Resources@asm.ca.gov](mailto:Human.Resources@asm.ca.gov)